

Preparing the Right Account Executive Resumes

Introduction: A Synopsis of an Account Executive Resume

As an account executive, you're going to be working with a company's financial and accounting information to make sure executive in charge of making the right business decisions. You will help those you work with make sure that monies are being used effectively and that expenses are controlled and appropriate to the company's needs.



To do this, you'll identify where monies need to be spent, how that money should be spent, analyze and spending that's currently going on, and interpret spending so as to make recommendations as to how many could be used more effectively. In addition, you'll prepare regular financial reports that will tell company executives this information and how decisions might be made differently so as to minimize risk, or detail where things are going well and should continue. In addition, of course, you'll need to have the psychological makeup necessary to be able to keep very confidential information to yourself. In some cases coming going to be handling very confidential information that's proprietary and may give competitors, for example, an edge or put a company's records at risk of being infiltrated by a hacker. This means that you have to be able to keep very sensitive information completely secret from everyone except those who absolutely must have it.

What Needs to Go on Account Executive Resumes?

Of course, you know that you're going to have to have all the above job skills to be an account executive, but your account executive resume is going to have to showcase that based upon measurable and observable parameters. In other words, you're going to have to showcase just how you did the job duties required of you. What you want to do with your resume is to "sell" yourself, very succinctly, on paper so that your prospective employer knows what skills you bring to the table.

Constructing Your Resume

After you list contact information (at the very top of the first page), you can include a brief job objective so that your prospective employer knows just what job you're looking for; you can rewrite the job objective for each prospective employer you submit a resume to. Within your objective, you can also VERY briefly synopsise your background, such as, "Have spent 15 years as an account executive for two major corporations."

After that, your account executive resume should have a section you entitle "Skills" or something similar, whereby you briefly detail, and bullet format, specific skills you have as an account executive so that your prospective employer can see them and bullet format. No explanation or description is required here; you simply want to provide your prospective employer with a list of skills they can briefly glance at very quickly.

Work History

List your work history after your “skills” list. Especially if you’re applying for several different positions, you may want to construct a sort of “master resume” whereby you list your detailed work history in a document that you simply keep at home on your computer. Then, when you apply for a specific job, you can cut, paste, and edit specific job descriptions and duties particular to that position, so that you can provide a much more customized resume for that particular employer.

Regardless, though, you should start with your most recent position first. Detail two, three, or four positions in your account executive resume, in reverse chronological order. With each previous position held, list your job title first, and then detail job duties, skills, and responsibilities you had with each position.

Use Wording That Denotes Action

It’s important to note here that you don’t have to use complete sentences in your descriptions, and in fact it’s advisable that you don’t. Instead, start sentences with “actionable” and results oriented words and phrases like “implemented,” “responsible for,” “strategized,” and so on.

Use short, punchy sentences and phrases that are easy to read and “show” rather than “tell” the person reading it what you have done in previous positions. For example, you could say something like, “Analyzed company’s accounts payable and general cash outflow; made cost-saving recommendations to help improve the company’s profit margin.” What you want to do is show your prospective employer how you helped previous employers improve their bottom lines, strategize cash inflows and outflows to free up liquid cash when necessary, etc. Include very brief but specific detailed listings of job duties with each position you provide on your account executive resume that showcase exactly these skills.

As an example, if one of your job duties in your new job is that you’re going to be continually monitoring and working to improve a company’s liquid cash and assets while you minimize and streamline debt to make it more profitable, make sure you include any previous job experience on your resume that demonstrates these exact skills.

Similarly, your new job may be one of assisting the company by providing forward-looking accounting information and projecting profits specifically for the company to use rather than for public information, so as to help them with make decisions on best use of profit or cash flow. You may also in some cases be providing information to a company for public use. For example, you may provide earnings per share estimates or profit information for shareholders and analysts for quarterly or yearly performance reports.

Again, detail any previous job experience that can showcase this particular talent.

Educational Background and References

Your educational background should be briefly listed at the end of your account executive resume, including any degrees and certifications. Also include a brief notation that references will be available upon request.

In Conclusion

As an account executive, it's your role to be the financial expert in a company for the rest of the managers. Account executive resumes detail just how you can do this by showing prospective employers the duties and responsibilities you had with previous jobs. Using action words and short, concise sentences will make for easier reading and will help prospective employers see just what you can do so that you can land that perfect job.